

MV3/MV4/Safety Checklist INSTRUCTIONS

MV3/MV4/Safety Checklist is Available on LPAA Website:

<http://www.doa.louisiana.gov/lpaa/MV3MV4Checklist2013.pdf>

Purpose:

- The form is used to record complete and current records concerning the daily usage of all state owned vehicles (miles traveled, repair/maintenance costs and operating costs relating to the operation).
- The form is used to record monthly state vehicle safety inspections.
- The form is used to record daily usage and fuel charges for all state leased and state rented vehicles.

Preparation:

- Form must be completed in blue or black ink. Pencil entries are not acceptable.
- **All entries must be clearly and legibly written.**
- Form must be reviewed and signed by supervisor or other designated individual.
- Name and telephone number of person completing the form must be clearly written on the bottom of the form.
- Original fuel receipts must be taped or stapled to a blank 8" X 11.5" sheet of paper, in date order.
 - o If using tape, just put a piece on top and bottom of receipt. Do not place tape along all sides of the receipt or cover any information.
- All original car wash and repair/maintenance receipts must be included.
- If a receipt is lost or missing, the driver must initial the FuelTrac statement to verify transaction is accurate and attach to the MV3/MV4/Safety Checklist.
- Staple all backup documentation together, with the MV3/MV4/Safety Checklist on top, followed by fuel receipts, and then car wash and repair/maintenance receipts.
- If any office has more than one vehicle, do not staple all forms together.

STATE OWNED, LEASED AND/OR RENTED VEHICLES:

1. **PROPERTY TAG NUMBER:** Enter the entire eleven (11) digit number (i.e. 17500-123456)
2. **VIN:** Enter the entire seventeen (17) digit VIN.
3. **LICENSE PLATE:** Enter the license plate number.
4. **MONTH & YEAR:** Enter the month & year that you are reporting.
5. **UNIT Number:** Optional for use if you have multiple vehicles.
6. **MAKE, MODEL & MODEL YEAR:** Enter the make, model & model year of the vehicle.
7. **BEGINNING ODOMETER:** Enter the beginning odometer reading at the beginning of the first day of the month being reported. (Drop tenths of a mile, if applicable). Entry must correspond exactly to the "final reading" from the previous month.
8. **DATE:** Enter the day on which the trip is taken.
9. **TRIP ENDING READING:** Check the previous ending odometer reading to assure it is the correct odometer reading as your trip begins. Enter the ending odometer reading immediately upon completion of your trip. (Drop tenths of a mile, if applicable).
10. **TRIP MILEAGE:** Subtract the ending mileage from the previous trip's ending mileage.
11. **GALLONS OF FUEL:** Enter the number of gallons of fuel purchased during your trip. Use tenths of a gallon.
 - **State vehicles should be returned to the office with a full tank of fuel, but absolutely no less than a ½ tank of fuel.**
 - **State rented vehicles must be returned to the vendor with the same amount of fuel as when they were checked out.**
12. **FUEL COST:** Enter actual fuel cost, taken from the receipt, using dollars and cents.
 - All fuel and car wash receipts must be taped neatly and in date order on an 8 1/2x11 sheet of paper. Use only one piece of tape at the top and bottom of each receipt so that information is not covered. Place a red or blue checkmark on your original monthly vehicle log sheet verifying that all receipts are attached and all the amounts are correct. Make sure that the date and amount coincides with your original receipts.
 - Staple all fuel, service report and car wash receipts to the back of your log sheets.
 - If you are missing a receipt, you must attach a memorandum stating the reason for it being missing and signed by your supervisor. Also, highlight the purchase on your Fueltrac summary report and attach along with the memo.
13. **MAINTENANCE & REPAIR COST (DETAIL ON REVERSE SIDE):** Enter all maintenance and repair costs. Enter dollars and cents. Enter details on the reverse (refer to #24 for more details).

14. **OTHER COSTS ((DETAIL ON REVERSE SIDE):** Enter all other costs incurred during trip (i.e. car washes, wiper blades, etc.) Enter dollars and cents. Enter details on the reverse (refer to #25 for more details).
15. **DOWN DAYS:** Enter number of full days the vehicle was out of service due to lengthy repairs or parked due to breakdowns or accidents.
16. **DRIVER INITIALS:** The driver on each trip must initial in an identifiable fashion.
17. **LOCATION WHERE TRIP BEGAN, ALL POINTS VISITED, UNLESS DID NOT LEAVE STATE GROUNDS; WHERE TRIP ENDED & PURPOSE OF TRIP (MEETING, SITE VISIT, ETC.):**
- Location where trip began (Lafayette Region, LaSalle Garage, etc.)
 - All points visited (Parish Office, Court house, client home – do not use client name; Holiday Inn Express, etc.)
 - Street address
 - Where trip ended (Lafayette Region, LaSalle Garage, etc.)
 - Purpose of trip (meeting, training, client home visit, court, etc). Be consistent and use common abbreviations).
 - Examples:
 - o LaSalle Garage to Lafayette Region to LaSalle Garage (RA meeting)
 - o BR CSE to Port Allen, Brusly & return – (attempted to serve 5 clients)
 - o Iberville Bldg to P.O. & return (mail)
 - o LC Region – Jiffy Lube, Chevron, Office Depot – LC Region (oil change, gas, supplies)
 - o Monroe CW – Ouachita Elementary, Dr. Brown's office, courthouse, Ouachita Elementary – Monroe CW (pick up child from school & bring to Dr. & court appointment, return child to school)
 - o Siegen Lane Enterprise – Alexandria Best Western; 1234 Main Street; Alexandria – return to Enterprise (supervisor training)
 - o Use as many lines as necessary to accurately and legibly list all required information.
18. **FINAL READING:** Enter the odometer reading at the end of the last day of the month being reported. (Drop tenths of a mile, if applicable).
- **The final odometer reading minus the beginning odometer reading must equal the total trip mileage.**
19. **MONTHLY TOTALS:** Enter all column totals.
- Trip mileage
 - Number of gallons of fuel
 - Fuel cost in dollars and cents – taken from the receipts
 - Maintenance & repair costs in dollars and cents
 - Other costs in dollars and cents
 - Number of down days
 - If more than one page is used, enter all totals on the **last page only**.
20. **TOTAL EXPENSE FOR MONTH:** The total amount of all fuel, maintenance, repair & other costs in dollars and cents.

21. **AUTHORIZED SUPERVISOR:** The Supervisor's **signature** is mandatory on every single sheet of your monthly daily vehicle log sheet that you submit. Supervisor must review all entries for accuracy prior to submitting. If the supervisor is not in the office, the next highest official on site must review and sign. Failure to submit timely may result in an audit finding.
22. **TITLE:** Title of supervisor.
23. Handwrite the name and telephone number of the person completing the report at the bottom of the first page (in the box to the right of the Authorized Supervisor's signature and title).

STATE OWNED VEHICLES ONLY

24. **Preventive Maintenance Record:**
- a. It's very important that all of the items indicated are visually checked and inspections are completed **and documented** every 6 months or 6000 miles (whichever comes first).
 - Exceptions:
 - o Inspection stickers must be replaced every 12 months.
 - o If a vendor visually checks any item listed, but does not replace it, it must be noted on the invoice/receipt that it was checked and did not need replacement (i.e. air filters, fuel filters, transmission filters/fluid)
 - b. All repairs and/or maintenance work must be detailed on the vendor invoice/receipt and attached to the appropriate month's vehicle log sheet.
 - c. The dates on the invoice must match the dates on the log sheet and the FuelTrac report (if applicable).
 - d. If any of the listed preventive maintenance items are completed, along with other major repairs, check off the items that were inspected and/or completed and use the "Other Costs" section to record the total cost of the entire job. All of the items must be included on the invoice/receipt in order to count as completed, for audit purposes.
 - e. The initials of the person who performs the visual check and/or inspection must be noted by each item.
25. **Other Costs:**
- Use this section to record items that are not typically considered "repairs".
 - Examples include, but are not limited to:
 - o Car washes (not to exceed \$18 within 2 months)
 - o Emergency detailed car washes exceeding \$18 (major cleanup – i.e. child riding in vehicle became ill)
 - o Purchase of new tires
 - o Replacement of windshield wiper blades/fluid
 - o Additional quarts of oil
 - o Towing
 - It can also be used to report the total cost of major repairs, as long as the invoice/receipt has a detailed description of the work completed.

26. Vehicle Safety Inspection Checklist:

- **Equipment:** All of the items listed must be visually checked at the same time every month.
 - If an item is okay, place a checkmark (✓)
 - If an item is faulty and/or requires repair, mark with an (X)
 - Fuel level – indicate **F**, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$ or **E**
State vehicles should be returned to the office with a full tank of fuel, but absolutely no less than a $\frac{1}{2}$ tank of fuel.

State rented vehicles must be returned to the vendor with the same amount of fuel as when they were checked out.
- Fire extinguisher, tool kit and tools can be marked with **(NA)** if an office is not required to carry those items.
- **Operator's Initials:**
 - The initials of the person who completed the inspection must be indicated at bottom of the form
- **Date:**
 - The date of the inspection must be indicated at bottom of the form.
- **Remarks for Faulty Items:**
 - All items that are marked as faulty (with an X) must be explained.
 - Action taken and/or repairs must be noted on the next month's vehicle log.

Disposition:

State Vehicles:

- Submit original, along with required backup documentation, to Administrative Services Section **no later than the 15th day of the following month.**
- Scan a copy to the appropriate Regional Office.
 - If Regional Office wants to review prior to submitting to Administrative Services Section, it is the responsibility of the Regional Office to ensure final packages are received by Administrative Services by the above deadline.
- Retain a copy in reporting office file.
- All forms will be reviewed for accuracy by the Administrative Services Section. Incomplete forms may be returned to the supervisor for corrections and re-submittal.

State Leased or State Rented Vehicles:

- Submit original to immediate supervisor for review, along with a copy of the fuel receipts and printed internet map route (i.e. MapQuest) **no later than the 5th day following the completion of the trip.**
- Retain a copy in reporting office file.

Retention:

- Retain the form per [DCFS Policy 6-02 Retention of Departmental Records](#)